



(U) Promotion Cycle Recap

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(U//FOUO) We are now well into the FY03 promotion cycle. This year the Director has allocated more money than in the past few years and has distributed promotion/QSI (quality step increase) and award dollars at the same time to give managers a variety of ways to adjust top performers' salaries. This takes us the next step toward compensation reform and will allow us to adjust salaries in three ways-promotions, QSIs, and bonuses-all in the same time frame with the same process. However, having said that, we need to again remind people of the facts - SID has 5,324 people eligible for promotion, and we estimate that the dollar allocation will allow us to promote about 700 people, or 1 in 8 of those eligible.

(U//FOUO) This pay adjustment process is a core leadership and management priority and responsibility. Managers are to look at the potential people demonstrate and not just "what have you done for me lately" performance. They are to look at the whole person - the skills, abilities, attributes, and qualities people bring to their job performance and the demonstration of adherence to the core SID values of integrity, loyalty, commitment, openness, respect, and corporate mindedness. Remember that promotions are for outstanding performance, thus adherence to the above principles, and the demonstration of potential to work at the next level.

(U//FOUO) We've built feedback into every level of this cycle. As decisions are made and names are forwarded to the next level, people are to receive feedback about the results. No one be surprised, either positively or negatively, on the day salary adjustments are announced. We will perform spot checks on the process both to see if people are receiving feedback and to see if the feedback is constructive and raise any issues to leadership for immediate resolution.

(U//FOUO) We will continue to provide communications throughout this process. In addition, this information will all be posted on the [SID Workforce Performance Management homepage](#).

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